

S E C R E T

PSYCHOLOGICAL STRATEGY BOARD

MEMORANDUM FOR: Psychological Strategy Board

SUBJECT: Progress Report by the Director

Since the last meeting of the board on 2 July 1951, I have been concentrating my attention principally on two matters; first, necessary organizational and administrative matters, and second, a review of the problems that should occupy the attention of the board and my staff. The Agenda for this meeting deals specifically with these subjects and separate papers are being presented. However, I should like to cover, in a general way, the highlights of the last few weeks.

Space: - We have finally moved into our permanent quarters at 708 Jackson Place. These quarters are well suited to our purposes from the standpoint of location and accommodations, but it is becoming clear that as we approach our projected level of staff strength that it will be necessary to secure additional space. We have informally put the General Services Administration on notice that we will request them to assign to us the adjoining building now occupied by a unit of ODM.

Interim Staff Arrangements: - Each member department and agency, and the Joint Chiefs of Staff, has been kind enough to detail one or more staff members to assist me on a temporary basis pending development of my permanent staff. By this means I have been able to designate individuals to fill the principal positions in the organization on an acting basis and to create the nucleus of a functioning organization. This temporary staff has been assisting me in developing an understanding of the problem areas that will require Board attention and thus have prepared a paper that will be considered as an item on the Agenda for today's meeting.

I appreciate very much the action of the member agencies in making the services of these individuals available to me and also the exemplary administrative support that I have received from all the member agencies in anticipating and dealing with the many administrative questions that inevitably arise in the establishment of any new organization. I hope that a number of individuals who are now on loan to the staff, particularly those in the clerical and administrative category, can be retained as permanent members of the staff of the Board.

Permanent Staffing: - I have been concentrating my efforts on the filling, on a permanent basis, of the 4 key positions in the staff organization - the Deputy Director and the 3 Assistant Directors in charge of the principal components of the staff organization. It is

my view/

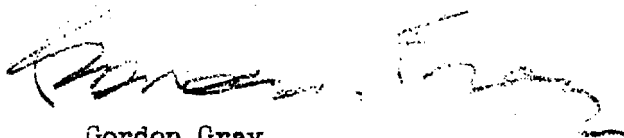
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my view that these positions must be filled by individuals of the highest competency and that it will probably require an unusual effort to find and recruit properly qualified individuals. We have also received a large number of applications for staff positions of lesser importance which are now undergoing review and I expect that a number of the applicants will be employed immediately.

Organization, Functions and Budget: - The temporary staff has assisted me in developing an initial organization and estimate of the cost thereof. These matters are covered in a paper that will be taken up at this meeting. It is my view that this interim organization should be approved at this time to enable us to organize the business of the Board and to recruit individuals for permanent appointment. The sum required, in my opinion, is modest and may have to be augmented at a later date. However, I think that it will permit us to get on with the job at this time. The estimate calls for equal contributions of [] from each member agency for the balance of the fiscal year. Representatives of the member agencies are currently working with the Acting Executive Officer of my staff in the development of an administrative support agreement covering the financing of the operations of the Board and it is expected that this agreement will be submitted to the member departments for approval in the next few days.

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Gordon Gray
Director